



CITY OF PORT JERVIS, NY

Department of Public Works
1 Franklin Street, Port Jervis, NY 12771

Steven R. Duryea
Director

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Dial-A-Bus Operator Opening

The City of Port Jervis is accepting applications for a Full-Time Bus Driver for the Department of Public Works. Applicants must be a high school graduate and/or GED at time of hire. Applicants must also have a class B License with a passenger's endorsement at the time of hiring.

Applications and job descriptions are available at the City Clerks office at 14-20 Hammond St. Port Jervis NY 12771 or online at www.portjervisny.gov

Deadline for this application is October 24th 2023

This City is an Equal Opportunity Provider and Employer. To file a complaint of discrimination Write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W, Washington, D.C. 20250-9410, or call (800) 795-3272(Voice) or (202) 720-6382 (TDD)."

BUS DRIVER(S)

GENERAL STATE OF DUTIES: Operates a bus and performs a variety of minor maintenance tasks in conjunction with such operation; performs minor clerical duties; related work as required.

DISTINGUISHING FEATURES OF THE CLASS: this is routine manual work calling for services of a skilled operator. Work involves considerable responsibility for safety of passengers carried. The work is performed under the general supervision of the Director of Public Works.

TYPICAL WORK ACTIVITIES: Operates a bus on a prescribed schedule or on special occasions. Prepares bus prior to daily run by review entire checklist which include tire conditions, gauges, windshield wipers, test horn, fuel, lights, signals, and any other items deemed necessary on check list:

- ▶ puts chains on tires
- ▶ maintains a good, orderly discipline
- ▶ keeps bus in a clean condition
- ▶ reports any deficiencies regarding repairs to DPW
- ▶ collects fares
- ▶ delivers fares and completes forms to designated location
- ▶ operates chair lift
- ▶ loads and unloads handicapped persons
- ▶ secures bus

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the operation of buses, good knowledge of safety practices and traffic laws and regulations; ability to understand and follow simple oral and written directions; mechanical aptitude; mental alertness; dependability; good physical conditions.

MINIMUM QUALIFICATIONS: Possession of New York State CDL B, or C with passenger endorsement at time of appointment.

SPECIAL REQUIREMENT: Eligibility for certification under New York State's Department of Motor Vehicle's Article 19A at time of application.

THE FOREGOING SPECIFICATION FOR BUS DRIVER(S) WAS ADOPTED AT A MEETING OF THE PORT JERVIS CIVIL SERVICE COMMISSION HELD ON APRIL 17, 2007. THIS REVISION SUPERSEDES ANY SPECIFICATION FOR THIS POSITION PREVIOUSLY RECORDED.

*Cheryl A. Kent-Biccum
CS Commission Secretary*